

# THE LOCAL CHOICE E-NEWS

## Department of Human Resource Management State and Local Health Benefits Programs

*January 2011*

### *TLC Key Advantage Employee Assistance Program (EAP) Adds Training for 2011*

ValueOptions Health and Performance Solutions “Training Programs” catalogs have been updated with descriptions of several recently-added training sessions. Many of the programs also have been re-titled to make them more engaging.

#### *What’s New?*

This training is now available:

- *Positive Psychology: The Search for Happiness*
- *Memory Fitness: Protecting a Valuable Asset*

Look for these revised titles:

<b>Old Title</b>	<b>New Title</b>
Assertiveness Training	<a href="#">A Guide to Assertive Communication</a>
Balancing Work and Family	<a href="#">Achieving a Better Work-Life Balance</a>
Building Resilience	<a href="#">Building Resilience: Let Stress Roll Off of You</a>
Change Management	<a href="#">Managing Change</a>
Conflict Resolution	<a href="#">Creative Ways to Resolve Differences</a>
Coping With Anxiety	<a href="#">Managing Anxiety</a>
Coping With Loss	<a href="#">Good Grief: Coping With Loss</a>
Diversity in the Workplace	<a href="#">Valuing Diversity in the Workplace</a>
Downsizing: Letting Go and Moving on	<a href="#">Downsizing: Gaining Resilience and Moving Forward</a>
Effective Communication in the Workplace	<a href="#">Effective Workplace Communication</a>
Financial Fitness	<a href="#">Getting Started: Financial Basics</a>
Having the Time of Your Life: The Emotional Aspects of Retirement	<a href="#">Having the Time of Your Life: Enjoying the Transition to Retirement</a>
Living With Chronic Illness	<a href="#">Managing a Chronic Illness: Don’t Let the Condition Define You</a>
Quitting Tobacco Use	<a href="#">Kick It! Successfully Quit Tobacco Use</a>
Stress, Depression and the Holidays	<a href="#">Keeping the “Happy” in Holidays</a>
Managing Behavior Change	<a href="#">Managing Health Behavior Change</a>
Practical Advice for Single Parenting	<a href="#">Single Parenting Success</a>
Practical Parenting	<a href="#">Successful Parenting</a>
Team Building	<a href="#">Successful Team Building</a>
Understanding Sleep	<a href="#">Sleep: Understanding the Basics</a>
Working With Disabled Employees: Sensitivity Training for Managers	<a href="#">Guide for Supervising an Employee With a Disability</a>
Workplace Etiquette: A Guide for Employees	<a href="#">Nurturing Respect in the Workplace</a>

A Webinar catalog has been produced called "Webinar Library." The catalog lists titles and descriptions of archived employee and manager Webinars that are on the Achieve Solutions® Web site.

Webinar and EAP Training catalog files are attached. Printed copies are available from Value Options upon request. Contact Helena Taylor at [Helena.taylor@valueoptions.com](mailto:Helena.taylor@valueoptions.com).